

Member-Related Issues Meeting Agenda

Monday – May 7, 2007

I. Welcome/Introductions

II. Approval of Minutes from Last Meeting

III. Overview/Discussion of Issues

- Forms Revision/Approval
 - “CDC: Is It Right For You” form
 - Task Checklists
 - Member Rights and Responsibilities
 - What Are Your Training Needs form
- Member/Attendant Handbook
 - Review/Revise Each Section
 - Coordinate with AC Sub-Group

IV. Future Meeting Dates

V. Responsibilities for Next Meeting

VI. Adjournment

Consumer Directed Care – Member-Related Sub-Group

Date of Meeting: May 7, 2007

Minutes Prepared By: Julie Bubul

1. Purpose of Meeting

- Member Introductions
- Forms Revision and Approval
- Review and Revise Member Handbook

2. Attendance at Meeting

Name	Company
Ann Meyer	DIRECT Center for Independence
Pauline Hall	P/GLTC
Julie Bubul	P/GLTC
Louise Johnston	
Carol Sanders	AHCCCS
Linda Buscemi	SCAN Health Plan
Phil Putnam	Horizon Home Care
Karla Averill	Governor's Advisory Council on Aging
April Charpiot	
Kasey Satern	SCAN Health Plan
<i>Absent:</i> Jakenna Lebsock, P/GLTC; Karole Roy-MacFarlane; Melissa Born, SCAN Health Plan; Kim McCreeery, At Home Solutions	

3. Meeting Notes, Decisions, Issues

The meeting began with a welcome and introductions of all present. Minutes were reviewed from the previous meeting; no changes were needed.

The group started with form revision and approval.

CDC: Is It Right For You: This form was approved as revised and is ready to go to the Steering Committee.

Task Check list: These forms were reviewed and a few additional changes were made. It was recommended that the name of the forms be changed to What Do I Need? They were approved and are ready to go to the Steering Committee.

Member Rights and Responsibilities: These forms were approved as revised and are ready to go to the Steering Committee.

What Are Your Training Needs Form: These were reviewed and approved and are ready to go to the Steering Committee.

3. Meeting Notes, Decisions, Issues

Member/ Attendant Handbook

The group reviewed the sections that had been completed and revised them. Those reviewed were:

- B. What is Consumer-Directed Care and How Does It Work?
- C. Roles and Responsibilities
- D. Getting Started
- F. Being a Successful Employer
- I. Working with your Case Manager
- Fraud, Abuse, Neglect and Exploitation

It was decided that since the AC group was working on Communication, there was no need for this group to duplicate the work.

This process will continue at the next meeting. Additional assignments were made.

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Complete revisions recommended at the meeting on all forms and sections.	April and Julie	June 11	
Continue working on Manual Sections	Ann -J Julie - G Phil - F All - R	June 11	

5. Next Meeting

<i>Date:</i>	June 11, 2007	<i>Time:</i>	10:00-12:30	<i>Location:</i>	P/GLTC, Florence – 971 N. Jason Lopez Circle, Bldg. D
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